

FINELINE

A Division of Finance monthly communication service

September 2006

CAFR Receives Award for Excellence

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING



The Comprehensive Annual Financial Report (CAFR) for fiscal year 2005 received the Certificate of Achievement for Excellence in Financial Reporting. This is the twenty-first year in a row the State has received this award. The Government Finance Officers Association (GFOA) established the certificate program to recognize and encourage excellence in financial reporting by state and local governments. According to GFOA, this is "the highest form of recognition in the area of governmental accounting and reporting, and its attainment represents a significant accomplishment by a government and its management."

Thanks to all of the budget and accounting officers and public information officers who helped to make this achievement possible. The fiscal year 2005 CAFR is available on our Web site at www.finance.utah.gov/reports.

We are currently in the process of preparing the first draft of the 2006 CAFR. We appreciate all those who assisted in the close-out process and we look forward to making this another award-winning year.

Daily Check Printing

In an effort to improve our service to agencies as well as run the New FINET system more efficiently, on a trial basis beginning August 29th, FINET warrant print cycles will be run daily. This means that vendor payments will be generated by the system every night and sent out each morning, Monday through Friday.

Please contact the FINET Help Desk at 538-9690 if you have any questions or concerns regarding these daily payments.





Group Gatherings

Many of you know that we have been in the process of reviewing the current Group Gathering policy. The policy has gone through extensive reviews which have included the Division of Purchasing as well as some other agencies. We have considered each concern and suggestion passed on to us regarding the current policy and drafted some changes. Here are the highlights of those proposed changes:

- If both lodging and food per diem rates are accepted by the facility, then no further bids are required and the State Travel Office does not need to approve the FI 58 Group Gathering Authorization form. It will still need to be approved by the department director or designee and by the department budget officer.
- The policy will apply to all attendees, not just employees.
- The policy will apply to any group gathering paid by the state, regardless of the source of funds.
- The two night limit on lodging is eliminated except for Management Retreats.
- The every other year limit on lodging is eliminated except for Management Retreats.

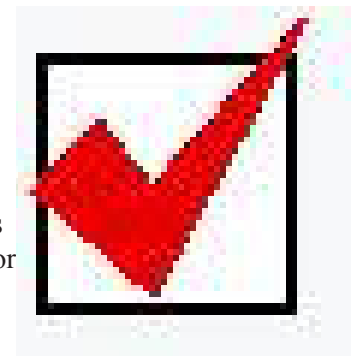
- The 50 mile in excess of an employee's normal commute requirement was retained. However, attendees with administrative or training duties may be lodged if necessary without having to meet the 50 mile limit.
- Executive directors will now have the ability to allow an exemption to the lodging requirements section of the policy as long as the exception is documented.

Based on our post-audits and on recent exemption requests, we have found that the group gathering policy is very important. Without these restrictions and guidance these functions could get out of control very easily. Remember that even with the new flexibility for the executive directors, it is their responsibility to ensure that any exception is necessary and reasonable and in the best interest of the state.

We sent the draft policy to the ACT members and asked them to review it and discuss it with their executive director. Comments were due on August 31, 2006, to Rick Beckstead, State Accountant (rbeckstead@utah.gov). As soon as the policy is finalized, we will notify ACT members.

Vendor Setup Update

We have been surprised by the volume of new vendors that are coming to us on VCC transactions. We are receiving over 100 per day. Some days we have received over 200 VCC's to review. Even with this large volume we have been able to turn them around to you within the 24 hours we have promised. Please remember that if we need to reject a VCC, it will route back to your worklist. You will need to open the document and check the comments to see why it was rejected. Depending on the reason the VCC was rejected, you may need to contact the vendor for additional information. Or, it may be as simple as you need to add another address. Please call the Help Desk at 538-9690 if you have questions regarding a VCC. More information about the VCC document is included in the *From the Trainers* section of this publication. Contact Brandon Bagley at 538-3110 if you have any questions about vendor setup. Thanks for your patience, together we can work through any vendor issues that arise.





From the Trainers

*Larry Simpson and Julia Wilkins
Division of Finance Trainers*

Internal Transactions

FINET on-line help now includes a section on Internal Transactions with instructions for IET, ITI/ITA, and JVDP documents. To learn more about Internal Transactions select the **HELP** button in your FINET Primary Navigation Panel at the top of the FINET page and choose Internal Transactions from the table of contents. The on-line course is also now available and accessible from the Division of Finance web site at www.finance.utah.gov. Select, SERVICES, COURSE DESCRIPTIONS and follow the links.

The updated Help includes the following changes:

ITI/ITA

- Multiple 1st party accounting lines on the ITI
 - You can include more than one ITI (1st party) accounting line by creating multiple vendor lines and associating an accounting line with each vendor line.
 - Leave all vendor information fields blank and code each accounting line with the Event Type, Line Description, Line Amount, Fund Accounting, and if desired, Detail Accounting.
 - When you copy forward to the ITA you will include at least one 2nd party accounting line with each 1st party accounting line.
- Approval Change
 - The same person cannot initiate the ITI and also approve the ITA. This is consistent with our policy that the same person should not be able to initiate and approve the same document.
- Deleting
 - An ITA can only be deleted by the Division of Finance Control Group. If the ITA has an error and must be deleted, send an email to finetcontrol@utah.gov requesting to have it deleted. Include in the email the ITA number and the reason for deleting. Note: We do not delete (discard) the ITI. It remains on the Document Catalog in submitted status.
- Timing
 - Neither ITI nor ITA information posts to FINET until the ITA document is in Submitted status.

Document Comments

When a document is rejected, the approver includes an explanation in the Document Comments. The person fixing the problem can look at the comments section to understand what needs to be fixed. To learn more about document comments select the **HELP** button in your Primary Navigation Panel and search for comments.

Chart of Accounts

Most of the Fiscal Year 2007 Chart of Accounts is now available on the Finance Web Site. It includes: Balance Sheet Account, Expenditure Object, Revenue Source, Department, Unit, Activity, and Function codes. It is accessible from the Finance Web site at <http://finance.utah.gov/finet/index.htm>. We will add the rest (Fund and Appropriation) over the next few weeks.

VCC (Vendor Customer Creation) Document

New, detailed instructions are now available in FINET Help for the VCC (Vendor Customer Creation) document. Access this Help information by clicking on **HELP** in your FINET Primary Navigation Panel, then opening the Vendor Customer section from the Table of Contents.

Specific instructions, including all required fields, are available for:

- Customers
- Vendors
 - State Employee
 - Sole Proprietor
 - Company

Some common mistakes we have encountered on the Help Desk regarding the VCC document are:

- **Vendor Customer Section**

- Vendor Customer Field
 - Enter the old FINET vendor/customer number if adding one that was valid in old FINET,
 - Enter the employee EIN for state employees, or
 - Leave this field blank if you are selecting the Auto Generate option.

The Vendor Customer field does not indicate that this is a Number field, and will allow you to enter text or other characters that are not appropriate Vendor Customer numbers.

- **Address Section**

- Vendors require
 - At least one Procurement address for use on RQS, RQM, DO, PO, and PD documents.
 - At least one Payment address for use on GAX and PRC documents.
- Default Record
 - Always select the Default Record checkbox on each address line as you create the VCC document. This will ensure that when creating procurement documents, the procurement address you entered will automatically flow through to your document. The address you entered as a payment address will flow through to your payables documents (PRC, GAX). If default record is not selected, you must manually select an address on your document by clicking on the Pick List icon next to the Address Code field.
- Additional addresses for a contract
 - If you have a vendor on a contract (MA) document, and need to add additional procurement or payment addresses, send an email to fvendor@utah.gov, and they can take care of adding additional ordering or remittance addresses to the vendor on your contract.

- **Certification**

- Ensure that the certification section of the VCC document is completed prior to submitting the document for review. If you do not select a Vendor or Customer Active Status, the vendor or customer may be set up without being activated. You will be unable to use the vendor or customer number until this is corrected by the Division of Finance.





Help Desk FAQs [frequently asked questions]

By Ken Roner

Q. I need to get back to an old document that I entered earlier. How can I do it without looking through all of the documents?

A. Go to the Document Catalog and enter a shortened version of the document such as: GAX 100 7*94.

What to do?



Go to the Document Catalog and input the document code, department and the ID. The asterisk (*) can be used in several different ways. You can enter the asterisk and the last few numbers *6177 and browse. You can enter the beginning numbers 0608* and browse: or, you can enter 0608*6177 and browse. If you want to narrow the search even more, you can open the user information section below and enter the 'Create User ID' info or the Create Date (or both). You can go into the next section and enter the function, phase or status. Function includes: New, Modification and Cancellation. Phase includes: Draft, Pending, Final, Historical and Template. Status includes: Held, Ready Rejected and Submitted. You can use all or only some of the above. Try it different ways and see what works best for you.

New Look for Division of Finance Website

The first phase of the new State Department of Administrative Services website is scheduled to make its debut soon. The Division of Finance has been pleased to be a part of this project and we are looking forward to its unveiling in the upcoming weeks.

Our goal is to get information where it needs to go and make it accessible to the user in as few mouse clicks as possible. Hopefully, we will achieve a framework that is intuitive and simple and can truly be used as a tool for users to find answers and resources.

Change is always exciting even if it is just a new cover to an old book! Communication will come from DTS and the Division of Finance to all users affected before the actual URL is changed to the new site. If you have any suggestions or enhancements concerning the website, old or new, please send them to Marilee Richins at mprichins@utah.gov.

